

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Forest Practice Aide	
		Division and/or Subdivision CNR Forest Practice	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters Santa Rosa	
		Class Title of Position Forestry Aide	
		Position Number 542-101-1060-904	
		Effective Date	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
25%	Under the general supervision of the Forester II, Review Team Chair, the Forest Practice Aide performs the following duties: Conducts intake of THP's and NTMP's (plans) into the CALTREES system. Identifies the location of communities, landmarks, watercourses, and planning watersheds within the vicinity of the plans using maps or GIS software. Identifies the correct legal description of the plan. Identifies silvicultural systems proposed in the plan. Removes confidential information from the plan and prepares plan for processing by Support Staff.		
25%	Reviews Exemptions where RPF involvement is not required (Dead, Dying, and Diseased Exemptions, 150 Foot Structure Protection Exemptions) for compliance with the Forest Practice Rules. Assists with review of Exemptions and Emergency Notices under the guidance of a Registered Professional Forester (RPF) on staff. Checks for compliance with the Forest Practice Rules, with a final review by an RPF on staff.		
20%	Assists with the processing of public comments. Prepares public comments for entry into CALTREES. Categorizes environmental concerns from the public for the preparation of an Official Response by an RPF on staff.		
10%	With the guidance of an RPF on staff, assists the public in person or over the telephone regarding the status of harvesting permits, or assistance with the CALFIRE website. Checks the validity of LTO licenses and LTO insurance upon request using CALTREES.		
10%	With the guidance of an RPF on staff, reviews portions of THP's for compliance with the Forest Practice Rules. Assists with researching Forest Practice issues.		
*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.			
Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment: Knowledge of Microsoft Office suite of programs. Knowledge of ArcGIS software. Knowledge of forestry principles including map interpretation, silviculture, and logging systems.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only <input type="checkbox"/> Posted to Directory		Initials and date _____	

Working Title of Position
Forest Practice Aide

Percentage of Time
Required

Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

5%

Assists in file organization and maintenance of the Forest Practice Library.

5%

Other duties as required.

The incumbent is required to wear respiratory protection equipment (including self-contained breathing apparatus (SCBA). The use of such equipment may place a physiological burden on the incumbent that varies with the type of equipment used, the job and workplace conditions in which the equipment is used, and the medical status of the incumbent. As such, Cal/OSHA requires that the incumbent be annually medically cleared to be fit-tested for respiratory protection equipment. This clearance process consists of a comprehensive medical evaluation including a review of the incumbent's medical history, a complete physical examination, and vision, hearing, spirometry, and exercise treadmill test.

The incumbent typically is required to perform psychologically stressful and/or physically demanding duties consistent with firefighting, disaster response, and emergency medical response, including working in isolated areas, walking or running on uneven rough terrain, and remaining on duty 24 hours or longer without a break while performing these duties.

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Job qualifications and/or conditions of employment:

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature
Personnel use only

Date

☐ Posted to Directory

Supervisor Signature

Date

Initials and Date